

1451

# AGREEMENT

between

The  
HADDONFIELD  
BOARD OF EDUCATION

And

The  
HADDONFIELD  
EDUCATION ASSOCIATION



JULY 1, 1996 - JUNE 30, 1999

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## **HADDONFIELD INCLUSIVE CONTRACT**

### **ARTICLE I - PREAMBLE**

**A.** This agreement shall be effective from July 1, 1996 between the Board of Education of the Borough of Haddonfield, hereinafter referred to as the "Board" and the Haddonfield Education Association, hereinafter referred to as the "Association."

### **ARTICLE II - RECOGNITION**

**A.** The Haddonfield Board of Education hereby recognizes the Haddonfield Education Association as the exclusive and sole representatives in accordance with Chapter 123 of the Public Laws 1974 (34:13A-1 et. seq.) in a unit which includes:

Teachers  
Librarians  
Guidance Counselors  
Nurses  
Child Study Team Members  
Secretaries and Clerks  
Educational Assistants  
Basic Skills Teaching Assistants  
Custodial and Maintenance Employees  
Extracurricular Positions

but excluding Superintendent, Assistant Superintendent, Principals, Assistant Athletic Director, Assistant Principals, Administrative Assistants, Supervisors, Coordinators, Substitute Educational Assistants, Board of Education Central Office Staff, Confidential Employees, Director of Buildings and Grounds, Foremen, and other non-contractual employees.

**B.** Unless otherwise indicated, the term "employee" when used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as defined.

**C.** Unless otherwise indicated, the term "teacher" when used in this Agreement, shall refer to all those employees who are required to hold appropriate certificates issued by the State Board of Examiners.

**D.** Unless otherwise indicated, the term "support staff" when used in this Agreement, shall refer to all those employees who are not required to hold appropriate certificates issued by the State Board of Examiners.

**E.** References to males shall include females, and references to females shall include males.

### **ARTICLE III - RIGHTS AND RESPONSIBILITIES OF THE BOARD**

**A.** Except as otherwise expressly limited by the provisions of this Agreement, the Board shall retain sole jurisdiction and authority over matters of policy and shall retain the right, in accordance with applicable laws and regulations to:

1. Direct employees of the school district.
2. Hire, promote, transfer, assign, and retain employees in positions within the school district.
3. Suspend, demote, discharge, or take other disciplinary action against employees.
4. Relieve employees from duties because of incompetency or for other legitimate reasons.
5. Maintain the efficiency of the school district operations entrusted to them.
6. Determine the methods, means and personnel by which such operations are conducted.
7. Take whatever other actions may be necessary to carry out the mission of the school district.
8. Exercise all of its rights regarding nonrenewal of nontenured employees to the fullest extent permitted by law, any provisions in this Agreement to the contrary notwithstanding.

B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

#### **ARTICLE IV - RULES FOR MAKING CHANGES**

- A. Neither party hereto shall press any proposal to change, modify, or add to the provisions of this Agreement, except in accordance with the procedure set forth in Article V entitled "Negotiation of Successor Agreement" hereof; provided the foregoing is not intended to prevent the Association or the Board, under proper circumstances, from requesting the other to consider a modification of an effective provision of this Agreement. In such cases the party making such request will be afforded a reasonable opportunity to present and discuss the reasons for such request. The party to whom such request is made shall have the right to refuse such request and to rely upon the provisions of this Agreement during the whole of its term.
- B. In the event that no formal requests are submitted in the course of the school year, the parties will meet informally once a year. These meetings are not intended to bypass the first paragraph of this Article or the grievance procedure.

#### **ARTICLE V - NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations for a successor Agreement in accordance with N.J.S.A. 34:13A in a good faith effort to reach agreement on all matters concerning terms and conditions of employment for its employees. Such negotiations shall begin in accordance with the Rules and Regulations of the Public Employment Relations Commission. Any Agreement so negotiated shall be reduced to writing and signed by the Board and the Association upon ratification by the Association and adoption by the board by a majority vote at a public hearing.
- B. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours regarding grievances or negotiations, they will suffer no loss in pay.
- C. Upon reasonable request by the President of the Association, the Board agrees to make known to

the President when and where the Association may obtain documents that the Board is required by law to release.

D. Neither party in any negotiations shall have any control over the selection of the negotiation representatives of the other party.

## ARTICLE VI - NONDISCRIMINATION

A. The Board and the Association will not discriminate against any person because of race, creed, national origin, sex, age, religious persuasion, sexual preference, domicile, membership or non-membership in the Association.

## ARTICLE VII - MISCELLANEOUS PROVISIONS

A. Within thirty (30) days of the signing of this Agreement, it shall be reproduced, the costs of which shall be shared equally by both the Board and the Association.

B. Within ten (10) days of the reproduction of this Agreement, it shall be distributed to the employees.

C. The Board shall supply the maintenance department with four (4) sets of coveralls of appropriate sizes.

D. Uniforms - BOE will provide up to \$110 per employee per year for the purchase of custodial and maintenance uniforms (three sets of uniforms and one jacket). Color, style and wording on the uniform and jacket to be set by the BOE. Wearing of uniforms to be required of all custodial and maintenance staff.

Part-time employees would be eligible to receive two uniforms and no jacket unless the part-time person's regular assignment is to the grounds crew, in which case a jacket would be provided.

## ARTICLE VIII - EMPLOYEE RIGHTS

A. Whenever any employee is required to appear before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.

B. In the event that the aforesaid meeting or interview results in the certification of any charges against a tenured teacher to the Commissioner of Education, the Board may suspend the person against whom such charge is made, with or without pay. However, if the determination of the charge by the Commissioner of Education is not made within one hundred and twenty (120) calendar days after certification of the charges, excluding all delays which are granted at the request of such person, then the full salary (except for said 120 days) of such person shall be paid beginning on the one hundred twenty-first day until such determination is made. Should the charge be dismissed, the person shall be reinstated immediately with full pay from the first day of such suspension. Should the charge be dismissed and the suspension be continued during an appeal therefrom, then the full pay or salary of such person shall continue until the determination of the appeal. However, the Board of Education shall deduct from said full pay or salary any

sums received by such employee or officers by way of pay or salary from any substituted employment assumed during such period of suspension. Should the charge be sustained on the original hearing or an appeal therefrom, and should such person appeal from the same, then the suspension may be continued unless and until such determination is reversed, in which event he/she shall be reinstated immediately with full pay as of the time of suspension.

C. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association hereby agree that every employee shall have the right to freely organize, join and support the Association and its affiliates.

#### **ARTICLE IX - STATUTORY SAVINGS CLAUSE**

A. Nothing contained herein shall be construed to deny or restrict to any employee, such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.

#### **ARTICLE X - GENERAL SAVINGS CLAUSE**

A. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by said parties.

#### **ARTICLE XI - NO SANCTIONS**

A. In consideration of this Agreement, the Board and the Association shall refrain from actions normally associated with the terms "strike" or "sanctions".

#### **ARTICLE XII - ASSOCIATION RIGHTS AND PRIVILEGES**

A. Representatives of the Association and the New Jersey Education Association shall be permitted entry to school property at reasonable times for the purpose of necessary Association activities provided that it shall not interfere with or interrupt normal school operations. In the event that the representative involved is also an employee of the Board, release from his/her regularly assigned duties shall be permitted so long as it will not interfere with the orderly operation of the school district. Release will be without pay unless said release is agreed to by a supervisor or the administration. No work involving the internal operation of the Association shall be performed by Board employees during working hours.

B. The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings. The Association shall submit a "Use of Property Request" form through the superintendent's office in advance. Approval shall be granted providing that there are no conflicts with the school schedules and provided further that it does not interfere with or interrupt normal school operations.

C. The Association shall have the right to use school facilities and equipment including typewriters, mailboxes, mimeographing machines and other duplicating equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all

materials and supplies incident to such use as well as the cost of repairs made necessary by such use.

D. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employees and to no other organization representing any portion of the unit or potential member of the unit.

## ARTICLE XIII - COMPLAINTS AND GRIEVANCE PROCEDURE

A. Complaints: An employee with a complaint shall first discuss it with his immediate superior, with the objective of resolving the matter informally. If the complaint is not settled within seven (7) calendar days and involves a matter subject to the Grievance Procedure, it may be reduced to writing and considered a grievance subject to the grievance provisions of this Agreement.

B. Definitions:

1. Grievance: A grievance is a dispute or difference between the Board and the Association, or the employees represented by it, with respect to the interpretation, application, or violation of policies, this Agreement, and administrative decisions affecting the employees.

C. The purpose of this procedure is to secure at the lowest possible level equitable solutions to problems which may from time to time arise affecting employees. Both parties agree that proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

D. Time Limits:

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. All grievances shall be presented as soon as possible after the occurrence upon which based, but in no event later than twenty-one (21) calendar days. All such grievances not so presented shall not be entitled to consideration by the party to whom presented.
3. All grievances shall be presented at Level One, shall be in writing on grievance forms provided for the purpose, and shall set forth the provisions of this Agreement, board policy, or administrative decisions upon which the grievance is based.
4. Grievance decisions and any appeals to a higher level of grievance procedure shall be in writing and made on the aforementioned grievance forms.
5. In the event a grievance is filed at such time that it cannot be processed through all the steps of this grievance procedure by the end of the school year, and, if left unresolved, could in the opinion of the Association or the Board, result in irreparable harm, the time limits set forth therein shall, at the request of either party, be reduced as much as practicable, so that the grievance procedure may be exhausted by the end of the school year; however, the party upon whom the request is made shall have the right to reply within the time limits in this Agreement.

**E. Procedure:**

**1. Level One:**

- a. Within seven (7) calendar days after a grievance is submitted by the Association it shall be discussed in a meeting between the Association's Professional Rights and Responsibilities Representative for that building and the immediate supervisor.
- b. If the grievance is not settled within twenty-one (21) calendar days after it is discussed in the meeting with the immediate supervisor the Association may appeal it to Level Two within seven (7) calendar days after the decision at Level One or twenty-eight (28) calendar days after the grievance was submitted for discussion, whichever is sooner.

**2. Level Two:**

- a. A grievance submitted to level Two shall be discussed within seven (7) calendar days of receipt of the grievance form, by the chairman of the Association's Professional Rights and Responsibilities Committee and the Superintendent of Schools or his designee.
- b. If the grievance is not settled within fourteen (14) calendar days after it is discussed with the Superintendent or his designee, the Association may appeal it to Level Three within fourteen (14) calendar days after the decision at Level Two or twenty-eight (28) calendar days after the grievance was presented in discussion at this step, whichever is sooner.

**3. Level Three:**

- a. A grievance submitted to Level Three shall be discussed within fourteen (14) calendar days of receipt of the grievance form by a committee appointed by the president of the Association and a committee appointed by the president of the Board. The respective committee shall include the chairman of the Association's Professional Rights and Responsibilities Committee and the Superintendent of Schools.
- b. A decision shall be made by the Board within fourteen (14) calendar days after the grievance was discussed at this step.

**4. Level Four:**

- a. If the grievance is not resolved at Level Three then a grievance with respect to the interpretation or application of provisions of this Agreement may, within twenty-one (21) calendar days following a decision at Level Three, be submitted to binding arbitration under the voluntary arbitration rules of the American Arbitration Association.
- b. If, in the opinion of either party, the grievance submitted is not arbitrable under the terms of this Agreement, then the arbitrator shall first rule if the grievance is arbitrable, and if it is not, shall dismiss it.

c. The arbitrator shall not have the jurisdiction or authority to add to, detract from or alter in any way the provisions of the Agreement.

d. In the event of arbitration, the costs of the arbitrator's services shall be equally shared by each of the parties and each of the parties shall bear his own costs.

**F. Areas and subjects excluded from arbitration:**

1. Matters where a method of review is prescribed by law or by any rules, regulations of the State Commissioner of Education or the State Board of Education.

2. Matters where the Board is without authority to act.

**G. General guidelines:**

1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member or the Association, or any other participant in the grievance procedure by reason of such participation.
2. All documents, communications and records dealing with the grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
3. No employee shall be disciplined, reprimanded, or reduced in compensation without just cause.

**ARTICLE XIV - EMPLOYEE ASSIGNMENTS**

**A. Teachers**

1. Except in unusual circumstances requiring later assignment, notice of assignment to teachers, whose employment has continued from the prior year, normally shall be given by the second week in August. Such notice shall include class and/or subject, building and room. Such notice shall not preclude a change in assignment of a teacher.

**2. Non-Tenure Employee Offer of Assignment:**

a. The state code will determine the date the Board of Education is required to notify employees of the offer of a contract for employment when the school budget is passed by the voters after April 15. If the budget is passed on or before April 15, the Board of Education on or before April 30 shall give to each non-tenured employee continuously employed by it since the preceding September 30 either:

(1) A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the Board of Education,

(2) A written notice that such employment will not be offered.

b. Should the Board of Education fail to give to any non-tenure employee either an

offer of contract for employment for the next succeeding year or a notice that such employment will not be offered, all within the time and in the manner provided by Section 2 above, then said Board of Education shall be deemed to have offered to that employee continued employment for the next succeeding school year upon the same terms and conditions but with such increases in salary as may be required by law or policies of the Board of Education.

- c. If the employee desires to accept such employment he shall notify the Board of Education of such acceptance, in writing, on or before June 1, in which event such employment shall continue as provided for herein. In the absence of such notice of acceptance the provisions of this article shall no longer be applicable.

#### **B. Support Staff**

1. The Board shall notify support staff of their contract status for the ensuing year on or before April 30 if the budget is passed on or before April 15. Otherwise, the state code requirements will determine the date.
2. Upon receiving a notice of non-renewal, the employee may request an informal meeting with his immediate supervisor to discuss non-renewal. Said meeting shall be held within a reasonable period of time.

### **ARTICLE XV - PROMOTIONS, VOLUNTARY TRANSFERS, REASSIGNMENTS**

#### **A. Teachers**

1. Within the thirty (30) day period prior to October 1, and again within the thirty (30) day period prior to April 1, a teacher may file with the Superintendent of Schools up to two requests for promotion, transfer or reassignment. These requests shall be in accordance with rules established by the Superintendent.
2. A teacher may file with the Superintendent of Schools a request for transfer, reassignment or promotion for openings which may occur during the summer recess. This shall be done by May 1. The Superintendent shall review any requests which are on file prior to recommending a promotion, reassignment or transfer to the Board of Education to fill an opening occurring during the summer recess. Nothing herein shall limit the Superintendent in his recommendations to the Board of Education.
3. Normally, in cases of transfer or reassignment, the teacher's agreement shall be obtained but the Board shall not be limited in its right to promote, transfer, or reassign teachers in the school system.
4. In the unusual circumstances when the teacher's consent cannot be obtained, any involuntary transfer or new assignment may be reviewed and considered through Level Three of the grievance procedure. Teachers shall be given a minimum of one week's notice prior to transfer or reassignment.
5. For the purpose of this Article, the term "promotion" shall refer to positions outside the bargaining unit.
6. In the event of a transfer or reassignment to a new building, teachers will be paid for

two (2) seven-hour days so that they can complete their classroom relocation. Payment for the total of fourteen (14) hours shall be at the hourly rate of twenty-five (25) dollars.

**B. Support Staff**

1. When a job vacancy occurs, employees in that category, or employees in a higher category, may desire a transfer to another school or, in the case of custodial and maintenance, to another work shift. Those who have filed a written request for such transfer with the Board will be given first consideration for such a transfer provided that the employee who makes the request has the requisite qualifications and ability to perform the job satisfactorily. In the event the requested transfer is not approved, a written explanation shall be given within fourteen (14) calendar days.
2. Such requests, where honored, shall be on the basis of the most senior employee being given preference. Nothing herein shall be construed to limit the right of the Board to transfer employees as the needs of the school system require. Transfer shall not be arbitrarily or capriciously made.

**C. Postings**

1. The Superintendent shall post all notices of vacancies in the Chief School Administrator's office and each building. Notices shall be posted in designated areas of all school buildings. Notices shall be posted as soon as they become available.
2. The Superintendent shall furnish notice of vacancies to the Association president within five (5) calendar days of the position becoming available.

**ARTICLE XVI - INVOLUNTARY TRANSFERS**

**A. Teachers**

1. Notice of an involuntary transfer shall be given to the teacher as soon as practicable. A list of open positions in the school district shall be made available to any teacher being involuntarily transferred. That teacher may request from the list, a position or positions to which he/she desires to be transferred. A teacher being transferred shall not suffer reduction in rank or total compensation.
2. Except in the case of an emergency, a teacher being transferred involuntarily shall have, at the teacher's request, the right to a conference with his/her principal or administrator in charge and the superintendent or his/her designee prior to the effective date of the transfer.
3. In the event of a transfer or reassignment to a new building, teachers will be paid for two (2) seven-hour days so that they can complete their classroom relocation. Payment for the total of fourteen (14) hours shall be at the hourly rate of twenty-five (25) dollars.

**B. Support Staff**

1. No job vacancy shall be filled by means of an involuntary transfer or reassignment if there is a qualified volunteer available to fill the position, providing that the Board's work force needs permit said volunteer to be transferred or reassigned.

2. In the event that there is no qualified volunteer to accept the transfer or reassignment, then the Board shall fill the position by transferring or reassigning the most junior qualified employee thereto.
3. Written notice of an involuntary transfer or reassignment shall be given to employees at least seven (7) calendar days prior thereto.
4. Custodial/Maintenance:
  - a. In the event that there is a temporary requirement as determined by a supervisor or the Superintendent for a reassignment to a leadperson, a qualified senior volunteer will be given the temporary assignment.
  - b. In the event that there is no qualified senior volunteer available, the most qualified employee shall be assigned to the temporary lead position.
  - c. The employee shall be compensated for the reassignment with a stipend of four (4) dollars per day.

## ARTICLE XVII - PROMOTIONS

### A. Support Staff (Custodian/Maintenance)

1. Subject to Article XVI entitled "Involuntary Transfers", a permanent job opening in the bargaining unit shall be posted on appropriate bulletin boards for a period of ten (10) calendar days with the Board having the right to temporarily fill the job until the permanent employee is hired or reassigned. Permanent employees may bid on such job openings. A copy of the opening shall be furnished to the president of the Association.
2. In filling permanent job vacancies within the bargaining unit, the Board will first consider filling such vacancies by promoting the senior employees from the next lower-rated job title who have the requisite qualifications and ability to perform the work. Where two (2) or more employees possess the requisite qualifications and ability to perform the work, the employees with the greatest seniority in the bargaining unit will be promoted.

## ARTICLE XVIII - TEACHER EVALUATION

All teachers shall be evaluated and written reports of such evaluations shall be filed with the Superintendent of Schools.

### A. General Procedures

1. Open Evaluation: All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, tape recorders, cameras, and other electronic devices shall not be used in observation of the teacher's classroom performance without the permission of the teacher. This in no way prohibits the Board from using such devices for security purposes.
2. Evaluation by Supervisors: Supervisory personnel may conduct classroom observations and complete evaluation reports. Supervisory personnel will meet with the teacher who has been

observed. If conflicting reports by the supervisory personnel cannot be resolved, they may be settled by the Superintendent of Schools.

3. Copies of Evaluations: A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators. No such report shall be submitted to the Superintendent, placed in the teacher's file, or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

A teacher's signature on an evaluation form will show that he/she has received a copy of it but does not necessarily show that he/she is in agreement with it.

4. Conferences: A teacher shall be given an opportunity to discuss an evaluation in a conference with his supervisor to be held normally within fourteen (14) calendar days of the observation. (six (6) for non-tenured teachers)

- a. If a teacher is dissatisfied with an interim evaluation (i.e. classroom observation and/or anecdotal record), the teacher within fourteen (14) calendar days after receiving the report may request a review of the evaluation by the supervisor's immediate superior.
  - b. If a teacher is dissatisfied with his/her final evaluation, the teacher shall, upon submitting a request within fourteen (14) calendar days after receiving a copy of the final evaluation, be granted a conference with the supervisor's immediate superior. Where the Superintendent of Schools is not the supervisor's immediate superior, the Superintendent of Schools may be included in the review and/or conference, if requested by the teacher and/or supervisor.

5. Final Evaluation: Each teacher shall receive a written summary of his performance for the year each June prior to the close of school. This evaluation shall be a summary of previous evaluations and shall evaluate the teacher's performance in relation to his teaching duties both in and outside of the classroom. In general, no information should appear in this final summary that has not appeared in some previously written evaluation or in some conference between the teacher and his/her supervisors.

#### B. Evaluation Procedures:

1. Written reports shall be prepared by the teacher's supervisor for all preannounced classroom observations.
2. Observations that are to result in a written evaluation shall be conducted for the entire class period whenever possible.
3. Nontenure teachers should be notified in advance when they are to be observed initially during their first year of employment. Advance notification need not be given for subsequent observations but consideration should be given to those teachers who are observed under extenuating circumstances.
4. Parental complaints or other complaints that may have a bearing on the evaluation of a teacher should be brought to the attention of the teacher by his/her supervisor or principal and investigated before any action is taken.
5. A minimum of three (3) observations shall be conducted for nontenure teachers followed by written reports and conferences. These observations shall be conducted during instructional

periods with each occurring on separate days.

6. A teacher may request additional classroom observations.
7. The building principal and subject area supervisors shall schedule observations and attempt to coordinate same so that back-to-back observations of a teacher's performance are avoided.

#### C. Personnel Records

1. File: An employee shall have the right, upon request, to review the contents of his/her personnel file during normal business hours. An employee shall be entitled to have a representative of the association accompany him/her.
2. Derogatory Material:
  - a. An employee will be notified of derogatory material.
  - b. An employee will acknowledge having seen the derogatory material by initialing it before it is placed in his/her personnel file. If the employee refuses to initial the derogatory material, the time and date of the refusal shall be noted on the material by the supervisor before it is placed in the employee's personnel file. Before derogatory material may be placed in an employee's file, it must be investigated by his/her supervisor or principal.
  - c. An employee may within twenty-one (21) calendar days prepare a written response and have it attached to the derogatory material.

### ARTICLE XIX - SUPPORT STAFF EVALUATION

All support staff shall be evaluated by their immediate supervisors at least once annually, to be followed in each instance by a written evaluation report and by a conference between the employee and his/her immediate supervisor for the purpose of identifying any deficiencies, extending assistance for their correction and for recognizing accomplishments.

#### A. General Procedures

1. Open Evaluation: All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, tape records, cameras, and other electronic devices shall not be used in observation of an employee's performance without the permission of the employee. This in no way prohibits the Board from using such devices for security purposes.
2. Copies of Evaluation: Support personnel shall be given a copy of evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.
3. Evaluation Format: Evaluation reports shall be presented to each employee in accordance with the following procedures:
  - a. Such reports shall be addressed to the employee.

- b. Such reports shall include a narrative summary listing the strengths, commendations, areas recommended for continued growth, and specific suggestions for improving areas where a weakness has been identified.
- 4. The employee shall review the evaluation report. The employee's signature indicates receipt of the report and does not necessarily indicate agreement or disagreement with the report.

#### **B. Personnel Records**

- 1. File: An employee shall have the right, upon request, to review the contents of his personnel file during normal business hours. An employee shall be entitled to have a representative of the association accompany him/her.
- 2. Derogatory Material:
  - a. An employee will be notified of derogatory material.
  - b. An employee will acknowledge having seen the derogatory material by initialing it before it is placed in his/her personnel file. If the employee refuses to initial the derogatory material, the time and date of the refusal shall be noted on the material by the supervisor before it is placed in the employee's personnel file. Before derogatory material may be placed in an employee's file, it must be investigated by his/her supervisor or principal.
  - c. An employee may within twenty-one (21) calendar days prepare a written response and have it attached to derogatory material.

#### **ARTICLE XX - TEACHER RESPONSIBILITY**

- A. The teachers shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the Haddonfield School District based upon his/her professional judgment of available criteria pertinent to any given subject area or activity to which he/she is responsible. No grade or evaluation shall be changed without the notification of the teacher. The person making the change shall initial and date the change.
- B. Teachers shall not be compelled to participate in overnight trips.
- C. When an elementary special subject area teacher for art, health, music, or physical education is unable to meet with his/her classes, the regular elementary school teacher will cover (remain with) his/her class during the scheduled special subject area time. Attempts shall be made by the special subject area teacher to reschedule the missed class/es.
- D. Any teacher who covers a class as a substitute teacher shall receive fifteen (15) dollars per class. This situation also applies to elementary school teachers who cover class/es during scheduled special subject area times which cannot be rescheduled.

#### **ARTICLE XXI - STAFF DEVELOPMENT**

- A. An employee with a regular assignment shall be eligible for tuition expenses in accordance with

the following provisions:

1. Courses for which tuition refund is requested by an applicant must be in his/her area of responsibility or closely related to his/her work as determined and recommended by his/her supervisor or coordinator, principal and superintendent.
2. Each course proposal shall have written approval by the superintendent prior to registration.
3. Courses must be taken on the campus of an accredited educational institution or at the extension center of such an institution. Correspondence courses are not eligible.
4. During the regular school year a maximum of three (3) college credits per semester are eligible for approval; during the summer a maximum of nine (9) college credits are eligible for approval.
5. An employee under contract to the Haddonfield Board of Education is eligible to apply under these provisions provided he/she has completed at least one (1) semester service in the Haddonfield School System immediately prior to registration.
6. Approved tuition expense will be reimbursed up to the following maximum amounts per fiscal year. Unused tuition benefits are not transferable to another fiscal year.
  - a. \$650 for undergraduate
  - b. \$950 for graduate
  - c. Total reimbursement for all members of the unit is limited to \$22,000
7. To receive reimbursement for successful completion of the approved course work, an official transcript verifying a grade of "B" or better and a receipt or copy of the cancelled check shall be submitted to the Superintendent of Schools.
8. The decision of the superintendent shall be final with respect to the approval of courses for which reimbursement is requested and for the number of credits eligible for approval.
9. Part-time staff will receive a prorated tuition reimbursement corresponding to the amount of time worked in relation to a full-time employee.
10. In the event that the State mandates continuing and/or additional course work to maintain certification, both parties agree to reopen language in Article XXI A. 6. c.

B. The Board shall provide inservice improvement programs for employees in all job categories. Such programs shall be cooperatively planned to meet district needs and priorities determined in consultation with the Association. Inservice programs shall be conducted during the regular work day, if employee attendance is required. Salary guide credit will be considered for employees who voluntarily participate in approved inservice programs conducted outside of the normal work day.

C. Custodial/Maintenance employees shall be entitled to attend one (1) NJEA Convention day as scheduled by the Director of Building and Grounds in accordance with the needs of the District with due regard to seniority. In unusual circumstances when an employee is required to work both NJEA Convention days, the employee will be granted a replacement staff development day.

## **ARTICLE XXII - LIAISON COMMITTEE**

- A. The Liaison Committee shall be a link between the employees and the Board of Education. It shall comprise eight members: two members of the Board of Education, the superintendent, one other administrator selected by the superintendent, one teacher from the high school, one teacher from the middle school, one teacher from the elementary schools, and one member of the support staff. All teachers and the support staff member shall be selected by the President of the Association. Participants shall be concerned with the development, interpretation, and the implementation of policy. It is recognized that the Board of Education has the ultimate responsibility for the adoption of policy and that the Liaison Committee is advisory in nature. The Liaison Committee is also a sounding board for issues and concerns of both the employees and the Board of Education.
- B. Meetings shall be held five times during each school year and scheduled during the months of September, November, January, March and May. The Superintendent of Schools and the President of the Association shall jointly confer to determine the agenda of committee meetings and the times when the committee shall meet.

## **ARTICLE XXIII - SICK LEAVE**

- A. Each twelve (12) month employee shall be entitled to twelve (12) sick leave days per year. Each ten (10) month employee except basic skills teaching assistants shall be entitled to ten (10) sick leave days per year, with unused days accumulated from year to year without limit.
  1. Each employee shall receive written notice of the number of sick days he/she has accumulated no later than September 15 of each school year.
  2. Basic skills teaching assistants shall be entitled to five (5) sick leave days per year.

## **ARTICLE XXIV - LEAVES OF ABSENCE**

Each employee may receive the following noncumulative leaves of absence, in addition to sick leave, with pay each year. Employees hired after October 1, 1993 and working less than nine months during a contract year and/or less than five days per week, will be eligible for a prorated portion of the personal leave benefit.

- A. Personal leave of absence: Up to a total of three (3) days leave per year will be granted for personal business. Unused personal days shall be credited as sick leave days.
  1. Personal leave shall be limited to legal, family, or personal matters which necessitate the employee's absence. Personal leave shall not be used to extend vacation, for recreation, entertainment, other employment, legal proceeding against Board of Education, for attendance at conferences or conventions with spouse or relative, or for matters which can be scheduled outside of work hours.
  2. Application for approval of leave of absence shall usually be made five (5) days in advance by the employee to the superintendent through the employee's administrator. In an emergency, a personal day application may be completed upon return to work. The Board shall permit days for absence for personal business to be taken without describing the details of the reason but with requirements to complete the "Request for Temporary Leave" form.

3. Basic skills teaching assistants are eligible for one personal business leave of absence day per year.
4. Twelve-month employees who use two (2) or fewer personal days shall be granted a total of four (4) personal days in the following contract year. However, in accordance with N.J.S.A. 18: A, the maximum number which accumulate shall be 15 per year.

B. Death: In the event of a death of an employee's spouse or child, up to ten (10) paid days of leave of absence shall be granted.

C. In the event of the death of an employee's immediate family member other than a spouse or child, as described in Section D-1 below, the employee shall be allowed a leave of absence of five (5) paid days. One (1) day a year shall be granted in the event of the death of an employee's friend or relative outside the employee's immediate family as defined below. Any request for extension of the leave of absence shall be considered by the superintendent of schools in light of the circumstances.

D. Serious Illness in Immediate Family: In the event of serious illness in the employee's immediate family, as defined below, the employee shall be allowed a leave of up to three (3) paid days per year. Any request for extension of the leave of absence shall be considered by the superintendent of schools in light of the circumstances.

1. Immediate Family: "Immediate Family" shall include spouse, child, grandchild, father, mother, father-in-law, mother-in-law, stepfather, stepmother, daughter-in-law, son-in-law, brother, sister, grandparent, or any member of the employee's immediate household.

E. Disability/Maternity Leave

1. Any employee who becomes disabled due to injury, illness, or pregnancy shall notify the superintendent as soon as possible after the condition becomes known, of the reason for the disability and the period of time it is estimated that the employee will be unable to perform his or her duties because of the disability.
2. The employee shall be granted disability leave while disabled and during that time shall be paid sick leave allowance to the extent that same is available pursuant to Article XXIII entitled "Sick Leave" and Article XXIV entitled "Leaves of Absence", subparagraph A, for days lost from work.
3. The Board may request an employee who is on disability leave to provide the Board with medical certification from the employee's treating physician and also, if it elects, to have the employee examined by a physician of its choosing.
4. Disability leave for maternity is a period of time for the purpose of giving birth to a child when the employee is physically unable to perform her duties as certified by her physician. Concurrence of the school physician may be required by the Board.
5. Disability leave shall commence and terminate on the date requested by the employee governed by the terms of Section I-2 below. Whenever possible, the district shall be notified at least six (6) weeks prior to the commencement of the leave and shall be informed of the date of return to active status.

F. Extended Unpaid Leaves of Absence

1. The employee shall make written application for such leave, stating the date on which requested leave is to begin and date on which same is to terminate.
2. The date of return to work shall normally be September 1, but may be adjusted by the Board of Education by request of the individual or the Board of Education. In no event shall the leave exceed eighteen (18) months.
3. When a leave has been granted, the Board cannot guarantee that upon return to work the employee will be assigned to the same building, class, room or grade the employee was assigned to before the leave.
4. If an employee who is granted an extended leave of absence works at least one hundred and twenty (120) school days in the school year, the employee shall advance on the salary guide and will receive the full increment on the salary scale the following year; and, if such employee has worked more than ninety (90) school days in the school year, but less than one hundred and twenty (120) school days, then such employee shall be granted fifty (50) percent of the normal increment for the following year and move one-half (1/2) step on the salary guide. If the employee works ninety (90) or less school days in the school year, the employee will not advance on the salary guide nor receive any increment in the following year.
5. Unused accumulated sick leave shall be restored to the employee upon return from said leave of absence. Sick days and continuous service credit for tenure and other purposes shall not accrue during such leave of absence.
6. The Board shall not be required to continue the leave of absence of the nontenured employee beyond the school year for which he was hired, or to offer tenure or a new contract to a nontenured employee.
7. An unpaid leave of absence for a reason recognized under the New Jersey Family Leave Act shall be counted as time permitted under said Act.

G. Sabbatical Leave: Upon recommendation of the Superintendent of Schools, sabbatical leave for graduate level study may be granted to any certified member of the staff by the Board of Education subject to the following conditions:

1. Requests for sabbatical leave must be received by the Superintendent of Schools in writing, in such form as may be required by him/her. Such requests must be in the Superintendent's hands no later than October 31 of the fiscal year preceding the school year for which the sabbatical leave is requested.
2. Notification of applicant selected shall be given to applicants by March 15 of the fiscal year preceding the school year in which the sabbatical leave is requested.
3. The applicant must have completed at least nine (9) consecutive contract years of service in the Haddonfield Public Schools.
4. Payment for sabbatical leave for half the annual contracted salary will be granted for a full year's leave for approved graduate study.
5. The benefactor will agree to return to the Haddonfield Public School for two (2) full years of employment on appropriate salary scale following the leave. If the benefactor of the

sabbatical leave does not fulfill his/her return agreement to Haddonfield Public Schools, he/she will be obligated to reimburse the Board of Education for the salary received during the sabbatical leave although service credit will be granted according to the following plan:

Leaving Before:	Percent of Salary to be Reimbursed to the Board of Education:
2 years service	50% of annual salary

6. To the extent feasible, with due regard for the interest of the school program, teachers returning to work after a sabbatical leave shall be offered the same or a similar position.
7. The teacher on sabbatical leave shall receive pension benefits while on leave based on the salary received.
8. The Board shall make available a maximum of one (1) sabbatical leave per year district-wide to eligible certified staff subject to these conditions.
9. Before any teacher becomes entitled to a second sabbatical leave, eligible teachers who have never received sabbatical leave will be given preference.
10. If more than one teacher applies for sabbatical leave in a given year, the Superintendent's determination on which leave would benefit the needs of the district shall be the final decision without recourse for appeal.
11. Approval by the Board shall be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.
12. A teacher on an approved sabbatical leave shall not engage in any form of work, other than the work in which he is engaged at the time of his request for sabbatical, or except in extenuating circumstances as approved by the Superintendent.
13. A full-time teacher on sabbatical leave is entitled to full medical and insurance coverage while on leave.
14. Upon return from sabbatical leave a teacher shall be placed on the salary schedule at the level which he/she would have achieved if he/she remained actively employed in the system during the period of sabbatical leave.

#### H. Military Leave

1. To the extent required by law, military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the U.S.A. for the period of said induction or initial enlistment. All rights and benefits accrued will be protected under the N.J. Statutes 18A:6-33 and 18A:29-11. These laws are titled "Tenure, Pension and Other Employment Rights in Military and Naval Services."  
(NJS 18 A:29-11)
2. Organized State Militia: To the extent required by law, any employee who is a member of the organized State Militia shall be entitled to a leave of absence not to exceed ninety (90) days per year. An employee shall not suffer loss of pay or seniority during the time in which he/she is engaged in militia duty ordered by the Governor of the State of New Jersey.

**I. Child-Rearing Leave/Natural Childbirth/Adoption**

1. An employee with less than three (3) years of working experience in the Haddonfield School District shall be granted a child-rearing leave, without pay, for the remainder of the current school year in which the child is born or adopted. The Board of Education reserves the right to deny the request for such leave in situations where a nontenure teacher gives birth or adopts a child during the summer vacation period.
2. An employee with more than three (3) years of consecutive experience in the Haddonfield School District shall be granted a child-rearing leave, without pay, for the remainder of the current school year in which the child is born or adopted and may request up to one (1) additional school year immediately thereafter. The employee must indicate the length of leave when the initial request is made. (In no event shall a teacher's return to work date be other than the start of the first or second semester, or to the extent required by law including the Family Leave Act.)
3. Nothing in the above language, Section I-2, shall prevent an employee with more than three (3) years of consecutive experience and the Board from agreeing that said employee may return on other than the beginning of the school year.
4. In order to receive such a leave under Sections I-1 or I-2 above, the employee must apply for it in writing at least ninety (90) days before its commencement. In the case of adoption, since the date of custody cannot be predicted in all cases, notice shall be given in writing at least ninety (90) days prior to the anticipated date of custody, if possible, and if not, as soon as practicable.
5. No teacher on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the Haddonfield School District in his or her area of certification or competence.
6. Leave under the N.J. Family Leave Law shall be deemed to be included within the contractual child rearing leave of up to the statutory limit of twelve (12) weeks.

J. **Jury Duty:** An employee summoned for jury duty shall give notice thereof to his/her building principal as soon as possible after receiving the summons. During the term of such duty, he/she shall be paid his/her regular pay and shall turn over all pay received for jury duty to the Board.

K. **Good Cause:** The Board in its discretion may grant other leaves of absence without pay upon a showing by the employee of good cause. Requests for leaves shall be made in writing.

L. Other extended leaves of absence without pay may be granted by the Board on the recommendation of the Superintendent of Schools. All benefits, including unused accumulated sick leave, shall be restored to the employee upon his or her return. If an employee who is granted an extended leave of absence works at least one hundred and twenty (120) school days in the school year, the employee shall advance on the salary guide and will receive the full increment on the salary scale the following year; and, if such employee has worked more than ninety (90) school days in the school year, but less than one hundred and twenty (120) school days, then such employee shall be granted fifty (50) percent of the normal increment for the following year and move one-half (1/2) step on the salary guide. If the employee works ninety (90) or less school days in the school year, the employee will not advance on the salary guide nor receive any increment in the following year.

M. Extensions or renewals of leaves of absence may be granted by the Board consistent with the law or its discretion, whichever is applicable.

## ARTICLE XXV - PAY

A. Salaries: The salary guides for teachers and support staff covered by this agreement is set forth in Schedules "A" through "H" which are attached hereto and made a part hereof.

1. Teachers who complete degree requirements or credits which change their salary status during the spring or summer shall be placed on the appropriate level of the salary guide in September. Teachers who complete degree requirements or credits which change their salary status during the fall semester shall be placed on the appropriate level of the salary guide in February of that year.

a. No change in salary status shall be granted unless the credits claimed by the teacher are credits for graduate or approved courses confirmed by a properly credited college or university or approved by the Superintendent.

b. All new employees will be hired at a full step on the appropriate salary guide.

2. Employees shall be paid in equal installments every two (2) weeks.

a. Ten month employees may individually elect to have ten (10) percent of their salary deducted from their pay. These funds shall be deposited by the Board of Education in an interest bearing account in the name of the employee.

3. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.

4. Teachers shall receive their final check with stipends on the last working day in June.

B. Summer Vacation Curriculum Planning: A teacher who is assigned to the development of curriculum, including workshops required for implementing the curriculum during the summer vacation period shall be paid on the basis of the number of hours worked, as determined by the Superintendent. Compensation shall be at the rate of twenty-five (25) dollars per hour.

C. Home Teaching, Bedside and Supplemental Instruction Pay: A teacher who is assigned to and performs home teaching, bedside, or supplemental instruction shall be paid twenty-five (25) dollars an hour for instruction and the approved IRS mileage rate for travel.

D. Extra Pay for Non-Athletic Activities

1. A teacher who is assigned to and performs an assignment on Schedule "B" shall receive an extra payment based on the level established for the position as listed on Schedule "B".

2. The stipends for non-athletic activities shall be paid in two (2) equal payments made on the payday closest to December 15, June 15, or the second payday immediately following the conclusion of the activity.

3. Employees who are authorized and perform chaperoning duties for a school sponsored event occurring outside of their regular work day shall receive thirty (30) dollars for such duty.

**E. Interscholastic and Intramural Coaches' Salaries**

1. Interscholastic coaches will be paid per Schedule "C".
2. Interscholastic coaches pay schedule. Coaches will be paid in two equal installments on the payday closest to the following dates:

	High School	Middle School
Fall Sports	- 10/15-12/15	10/15-11/15
Winter Sports	- 1/15-3/15	1/30-2/30
Spring Sports	- 4/15-6/15	4/30-5/30

or the second pay day immediately following the conclusion of the activity.

3. Intramural coaches will be paid on the second payday immediately following the conclusion of the activity.
4. Approval by the Athletic Director is necessary prior to final payment.

**F. Membership in Curricular Related Associations:** The Board of Education will pay all fees for approved activities necessary for student participation.

**G. Payment for Unused Sick Leave**

1. Payment for unused sick days shall be made upon retirement according to the following schedule:

less than 15 years	\$35
15-19 years	\$45
20 or more years	\$50

2. Retirement is defined to mean terminating employment and contemporaneously receiving monthly pension payments from T.P.A.F. or P.E.R.S.
3. Upon death of the employee all accumulated sick day and personal day money would go to the estate of the deceased.

**H. In the event of an emergency closing after schools have officially opened for the day, employees who have reported for work and are dismissed shall be paid for the entire work day.**

1. Overtime Pay: Authorized overtime hours submitted to an employee's immediate supervisor shall be paid within three (3) weeks of submission.

**J. Holiday Pay for Maintenance/Custodial Staff**

1. In the event that a holiday, as listed in Article XXXI entitled "Work Year", falls on a day when school is open, scheduled maintenance/custodial employees shall be required to work at their regular rate of pay with the holiday being added to their vacation time.
2. In the event that a maintenance/custodial employee works on an observed holiday, he/she shall receive pay at two and one-half (2-1/2) times his/her straight time rate in addition to his/her holiday pay.

**K. Longevity Pay:**

1. Teachers, secretaries, clerks, custodians and maintenance employees are eligible for longevity adjustment to be calculated and paid as part of the annual salary according to the following schedule:

Number of completed Years of District Service	Percentage of BA Step One* of the Salary Guide
10 to 14 years	1%
15 to 19 years	2%
20 to 24 years	4%
25 to 29 years	5%
30 or more years	6%

\*Support staff salary guide step one of each job category will be used to calculate longevity adjustment for eligible secretaries, clerks, custodians and maintenance employees.

**L. Longevity Guidelines:**

1. Longevity service credit begins at initial date of employment in a regular assignment.
2. Employees who become eligible for longevity credit during the contract year will receive longevity salary adjustment at the beginning of the next contract year.
3. Employment of more than one-half year with initial employment date prior to February 1 for ten-month employees and January 1 for employees with a contract of more than ten months in any school year counts as one year's service credit. Initial date of employment for 12 month employees will be used to determine if more than one-half year of service has been earned during the first year of employment.
4. Total years of service are counted towards longevity credit. Continuous service in the district is not required.
5. Unpaid leave of absence or time between district employment do not count towards total years of service..
6. Regular part-time employees excluding part-time educational assistants are eligible for longevity pay.
7. If the current year employment is half-time or less, longevity pay is calculated at one-half (1/2) the full time longevity pay rate. School educational assistants are an exception and are eligible for full-time longevity pay for less than half-time assignment.
8. Full-time educational assistants with six (6) years of district service are eligible for a \$200 of district service are eligible longevity stipend. Part-time educational assistants hired before July 1, 1986 with six (6) years for a \$200 longevity stipend. Full-time library educational assistants with six (6) years of district service are eligible for the \$200 stipend plus a \$325 stipend for a total of \$525. Part-time educational assistants hired on July 1, 1986 or thereafter shall be paid \$100 longevity for six or more years service. Annual

stipends are to be paid at the end of the school year to those educational assistants eligible who serve through the end of the school year.

M. Snow removal pay - \$25 additional payment for employees who work on snow removal during a district-wide school closing.

**N. Teacher Mentor Assignment, Stipends and Reimbursement Procedures**

Mentor teachers are to be provided for each teacher new to the district. Teachers interested in serving as a mentor should submit their letter of interest to their building principal stating their qualifications by May 1 in order to be considered as a mentor volunteer for the following school year. Employees shall not be assigned as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, he or she shall not be involuntarily assigned again until all other qualified employees have been assigned.

A teacher shall serve as a mentor to only one provisional teacher at a time. The building principal should normally schedule the provisional teacher and the mentor with similar planning periods to facilitate communication between the mentor and provisional teacher. The Board of Education shall provide training for all teachers who serve as mentors and training shall normally be scheduled during the regular teacher work day. If training is required outside of the normal work day, the teacher shall be compensated at the rate of \$25 an hour and normal reimbursement for travel costs if training is provided out of the district.

The board shall reimburse each provisionally certified teacher who is offered a continuing contract after successfully completing two semesters for the cost of mentor fees that are required by the state that are not covered by the contract stipend. Stipends for mentors are as follows:

1. Experienced, fully certified teachers new to the district - \$300
2. Traditionally prepared, fully certified first year teachers - level 10 on the Non-Athletic Activities guide, schedule B
3. Alternate route first year teachers - level 9 on the Non-Athletic Activities guide, schedule B

O. Curriculum Facilitators receive a half-time teaching load plus 15 days curriculum work at \$25 per hour.

P. Principal's Advisory Committee members shall be paid at level 11 of the Non-Athletic Activities guide, schedule B.

**ARTICLE XXVI - REIMBURSEMENT FOR MILEAGE**

A. An employee who, with advance approval of the Superintendent, uses his/her automobile in the performance of duties shall be reimbursed at the approved IRS rate.

**ARTICLE XXVII - MEDICAL INSURANCE**

A. The Board shall provide a policy of insurance for basic hospitalization, surgical and major medical insurance for employees and dependents with coverage comparable to the State Health Benefits Plan for school employees as of July 1, 1996 (plans US Healthcare Patriot X/

Liberty A, Patriot V/Custom Liberty, Patriot V HMO, and HIP). The Board shall pay the full premium cost for the individual employee's coverage. The employee's contribution for dependents shall be as follows:

\$70 per year for husband and wife  
\$85 per year for full family coverage  
\$25 per year for parent and child(ren)

The employee's contribution shall be deducted from his/her monthly salary. The above coverage shall be provided for each employee and their dependents for whom the employee shall apply and who are determined eligible for such coverage. The Board reserves the right to seek comparable coverage at a reduced cost that is mutually acceptable to the Board and the Association.

During an annual open enrollment period, employees may change from one plan to another, with coverage to be effective on July 1. An accounting of monies which the Board has saved as the result of employees moving out of the US Healthcare HMO and into the Patriot V/Custom Liberty or the Patriot X/Liberty A plans will be provided to the Association on a semi-annual basis. On June 1, 1997 and on June 1, 1998, the Board shall make the funds available to the Association for application to the 1997-98 and 1998-99 employee salary guides respectively. The distribution of said monies shall be at the Association's determination.

- B. The Board shall provide a dental plan that includes a DMO option and a benefits schedule of 100 - 80 - 75 percent of usual and customary fees for the current contract code up to a maximum of fifteen hundred (1500) dollars per year. The employees shall contribute ten (10) dollars per year for individual coverage or twenty (20) dollars per year for family dental plan coverage.
- C. The Board of Education, pursuant to a Section 125 Cafeteria Plan, will set up a Flexible Benefits Spending Account (FSA) for each employee. The Board of Education will make an annual contribution of six hundred and fifty (650) dollars to each employee's account to be used in accordance with the terms of the Section 125 Cafeteria Plan. The Board of Education will pay all administrative costs associated with setting up and managing the plan and each employee's FSA. The aggregate amount of any unused dollars remaining in the employees FSA's at the end of a plan year, over and above the amount that the Board is required to pay for administrative costs associated with setting up and managing the plan for that year should be divided equally and distributed in such equal amounts to each employee's FSA for the succeeding plan year on or before November 1 of such succeeding plan year.
- D. Employees who certify that they have duplicate health coverage shall have the option to withdraw from coverage provided by the Board of Education and to be entitled to a taxable cash payment of \$1,000. This cash payment shall be in the form of a stipend payable on the last day of the yearly benefit period or on a prorated basis at termination of employment. Employees shall have the option of applying any or all of this \$1,000 to their individual Flexible Benefits Spending Account. In accordance with IRS rules this election must be made at the beginning of the plan year and will accordingly be done during the annual open enrollment period.

Note: In order to re-enter the SHBP upon retirement, and employee must participate in the district's health insurance plan at least one year prior to retirement.

Notwithstanding the above, employees who have a change in status, described by the plan as a qualifying life event (e.g., marriage or divorce of a covered employee; birth or adoption of a covered employee's child; death of a spouse or child of a covered employee; loss of group insurance by a covered employee's spouse), shall be entitled to re-enroll in the health plan during the plan year provided the employee gives the Board notice of change in status within 30 days of the change. Otherwise, all elections for the cash option shall be in effect for the entire twelve (12) month benefit period. A return to the benefits plan for reasons other than one of the detailed status changes is subject to the terms and conditions of the plan's carrier.

- E. In the third year of this agreement, the Board shall make available to the Association a maximum of \$5,000 out of the savings, if any, determined on a cumulative basis beginning July 1, 1996, generated from employees opting out of the Health Plan. The Association, at its sole discretion, shall have the right to instruct the Board of Education as to how the \$5,000 should be applied to the Educational Assistant's salary guide.
- F. Employees working more than 25 hours per week and employed by the Board as of January 1, 1996, shall be eligible for the medical benefits listed above as long as they continue in a regular assignment that averages 25 hours or more per week. All others will be eligible for benefits when employed more than 32 hours per week.

## **ARTICLE XXVIII - REDUCTION IN STAFF**

- A. **Definition:** Reduction in Staff refers to those instances where the Board of Education takes action resulting in a decrease in the total number of employees within the school system.
- B. **Notice:** The Board shall give the Association prior written notice and the right for consultation before any reduction in Staff is implemented. Said written notice shall be given to the president of the Association ninety (90) days prior to the implementation of any reduction in staff and shall include specifically the number of affected employees. As soon as possible when the names of the affected employees are known, this information shall be given to the president of the Association. Every effort shall be made by the Board to place the affected employees within the school system, where vacancies do exist, and where teachers are properly certified. The Board of Education will issue a seniority list by January 15 of each year. This list will be organized by service in the district and by certification.
- C. **Attrition:** The Board shall give consideration to the use of attrition to accomplish any reduction in staffing, within the time designated by the Board to accomplish any reduction in staffing.
- D. **Certified Teaching Staff Dismissals:**
  - 1. Dismissals resulting from any such reduction in staff shall not be made by reason of residence, age, sex, sexual preference, marriage, race, religion, or political action.
  - 2. Dismissals of tenured teachers shall be based on seniority and the standards established by the Commissioner of Education in accordance with the provisions of N.J.S.A. 18A:28-10 and Sections H. 1. and 2. of this Article.
  - 3. Nontenured teachers will be laid off before tenured teachers to the extent required by law.
- E. **Recall of Certified Teaching Staff**
  - 1. If any tenured teacher is dismissed as a result of a reduction in staff, such teacher shall be

placed on a preferred eligibility list for reemployment in order of seniority and the Board in filling teacher vacancies shall comply with the provisions of N.J.S.A. 18A:28-12.

2. Any nontenured teacher dismissed by reason of a reduction in staff will be placed on a list kept by the Superintendent and shall be considered in filling any future vacancies in which the teacher is properly certified.

F. Curriculum Change: If any element of the present curriculum offered during the normal school program is changed so that such program is offered outside the normal school day or on a separate tuition basis, the Board shall offer employment in such programs first to the existing members of the teaching staff who are properly certified for such program, before employment in such programs is offered to any person outside of the school system teaching staff.

G. Disputes: Any disputes with regard to the reduction in staffing shall be subject to consideration the grievance procedure through Level Three, but shall not be subject to consideration in the grievance procedure at Level Four.

H. Support Staff Dismissals and Seniority

1. Seniority for the purpose of this Article shall be based upon an employee's continuous length of service with the Board.
2. In the event that two (2) employees commence their employment on the same date, their respective seniority shall be determined by who was hired first.
3. No tenured secretarial/clerical staff will be laid off before nontenured secretarial/clerical staff in that category.
4. The Board shall maintain a seniority list of employees, copies of which shall be furnished to the Association. The Board shall promptly advise the Association's President of any changes in the seniority list.
5. An employee's seniority shall cease, and his/her employee status shall terminate for any of the following reasons:
  - a. Resignation or retirement.
  - b. Discharge for cause.
  - c. Continuous layoff for period exceeding six (6) months.
  - d. Failure of laid-off employee to report for work.

(1) On the date specified in written notice of recall mailed seven (7) or more calendar days prior to such date; or

(2) Within three (3) working days after date specified in written notice of recall mailing less than seven (7) calendar days prior to such date, unless the employee has a justifiable excuse for his/her failure to return to work as provided herein. The Board shall give careful consideration to an employee's reasons which may have caused delay in his/her return to work. Written notice of recall to work shall be sent by the Board by certified mail, return receipt requested, to the employee's last known address as shown on the Board's personnel records.

- e. Failure to report to work for a period of three (3) consecutive scheduled working days without notification to the Board of a justifiable excuse for such absence.
- f. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused by the Board.

**I. Support Staff Probationary Employment**

- 1. All Educational Assistants and Custodial/Maintenance employees shall be considered as probationary employees for the first sixty (60) calendar days of their employment. Probationary employees may be disciplined or terminated at any time during their probationary period at the sole discretion of the Board without recourse to the provisions of the grievance procedure of this agreement.
- 2. Upon completion of such probationary period, the employee's seniority shall be dated as of the date of the commencement of their employment.

**J. Support Staff Reduction in Force**

- 1. When circumstances necessitate a reduction in staff, the Board shall take the following appropriate steps:
  - a. The Board shall first consider for lay-off the employees with the least seniority in the job titles and grade levels affected.
  - b. Employees considered for lay-off shall first be considered for filling any existing vacancy in another job title of the same grade level provided they have the requisite qualifications and ability to perform the work. If no vacancy exists in the same grade level, the employee shall have the right to displace, in his/her grade level, an employee with the least seniority in the job title that the employee has the requisite qualifications and ability to perform the work and likewise in successive lower grades. An employee not placed under these provisions shall be laid-off. These provisions shall also apply to displaced employees.

**K. Support Staff Recall**

- 1. Employees shall be recalled to work from lay-off in the order of their seniority provided that they have the requisite qualifications and ability to perform the available work.

**ARTICLE XXIX - RESIGNATION AND TERMINATION NOTICE**

- A. Certified staff resigning from a position shall provide the Board with thirty (30) days advance written notice.
- B. Employment of support staff can be terminated by either the employee or the Board upon thirty (30) days advance written notice.

## ARTICLE XXX - WORK HOURS

### A. Educational Assistants

1. Each educational assistant who works six (6) or more hours per day shall receive an unpaid one-half (1/2) hour lunch period. The Administration shall endeavor to make the lunch period uninterrupted. If the Administration is forced to interrupt an educational assistant's lunch period, equal compensatory time will be given to be taken the same day.
2. Overtime: Time worked beyond the normal work day assignment will be compensated at the educational assistant's regular rate up to thirty-six and one-quarter (36-1/4) hours per week and at one and one-half (1-1/2) times the educational assistant's regular rate for the time worked beyond thirty-six and one-quarter (36-1/4) hours. The educational assistant may request equal compensatory time in place of the hourly wage rate. The method of compensation will be determined by the educational assistant filling out the appropriate time sheet signed by the educational assistant's immediate supervisor.

### B. Secretaries/Clerks

1. The work day shall consist of eight and one-quarter (8-1/4) hours inclusive of a sixty (60) minute lunch period. All secretaries/clerks shall be scheduled by their respective supervisor.
2. Immediately upon the closing of school for students in June until school opening in September, the normal work day shall consist of seven (7) hours, inclusive of a sixty (60) minute duty free lunch period.
3. Overtime shall be defined as working in excess of thirty-six and one-quarter (36-1/4) hours per week. Compensation for administratively approved overtime shall be either one and one-half (1-1/2) times the employee's regular rate or equal compensatory time. The method of compensation will be determined by the secretary/clerk by filling out the appropriate time sheet signed by the employee's immediate supervisor.
4. Secretarial and clerical staff whose employment has continued for three (3) consecutive academic years, together with employment at the beginning of the next succeeding academic year, an academic year being the period between the time when school opens in the district after the general summer vacation and the beginning of the next succeeding summer vacation, shall be provided tenure under the provisions of N.J.S.A. (18A:17-2).
5. During the pupils' school year, the principal has the option to release secretaries/clerks up to thirty (30) minutes prior to the normal closing time on Fridays and on any full school day prior to a school vacation closing.

### C. Maintenance/Custodial Staff

1. Subject to current practice regarding second shift overtime, each employee who actually works in excess of forty (40) hours per week shall receive pay for such excess time at one and one-half (1-1/2) times his/her regular hourly rate.
2. Reasonable amount of overtime is part of the expected workload. However, if unusual circumstances preclude a particular employee from working overtime, then the most junior qualified employee shall be assigned thereto and perform said overtime work accordingly.

- a. Overtime shall be equitably distributed, as far as circumstances permit, among all employees in the same classification and in the same building
3. In the event an employee is called back to work after the completion of his/her regular work schedule, he/she shall receive a minimum of four (4) hours pay at his/her overtime rate; one and one-half (1-1/2) times his/her regular hourly rate.
  - a. The exception to the above is when an employee is called in to work within four (4) hours before, and works through to the assigned shift: the employee is to be paid for the time worked at one and one-half (1-1/2) times the regular rate.

**D. Secretaries/Clerks, Maintenance/Custodial and Full Time Educational Assistants**

1. Each employee, whose scheduled work week consists of thirty-six and one-quarter (36-1/4) hours or more, shall have two (2) break periods per day of fifteen (15) minutes each, one to be taken in the first half of the work day and the other in the second half. The time for taking said breaks shall be scheduled by the employee's respective supervisor. The supervisor shall endeavor to consider the employee's preferences in scheduling breaks.
2. The Board of Education shall retain the sole jurisdiction and authority over matters of policy and shall retain the right in accordance with applicable laws and regulations to create new shift times and/or days as may be required to meet the needs of the district.

**E. Teachers**

Increases in student contact time based on the 1992-93 school year are as follows:

1. 1994-95
  - Elementary Level - 5 minutes of lunch time converted to student contact time.
  - Middle School Level - 12 minutes of lunch time converted to student contact time.
  - High School Level - 10 minutes added to school day for student contact time.
2. 1995-96
  - Elementary Level - 5 minutes added to morning for student contact time.
3. Elementary teachers shall have an uninterrupted, duty-free lunch period. However, the Association recognizes that some student and teaching issues of an emergency nature may need to be addressed during the teacher lunch period.

**ARTICLE XXXI - WORK YEAR**

- A. Ten month employees (except Educational Assistants and Basic Skills Improvement Programstaff) shall have 186 actual working days.
- B. During the pupil school year, all secretaries/clerks shall work the same number of days as those worked by the teaching staff and shall be entitled to the same holidays as the teaching staff.
- C. Twelve (12) month secretarial/clerical employees shall be entitled to the following holidays during the summer break:

Fourth of July  
Labor day

D. Twelve month maintenance/custodial employees shall be entitled to the following paid holidays:

New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Good Friday  
Easter Monday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

E. In order to be eligible for holiday pay, a twelve (12) month maintenance/custodial employee must work the last regularly scheduled work day before the holiday and the first regularly scheduled work day after the holiday unless absent for a justifiable reason.

F. In the event that a holiday falls on a Saturday it shall be celebrated on the preceding Friday, and in the event it falls on a Sunday, it shall be celebrated on the following Monday. This applies to Custodial/Maintenance employees and also to other twelve (12) month employees during the summer.

G. In the event that a holiday falls during a twelve (12) month employee's vacation period, he/she shall extend his/her vacation by one day.

**ARTICLE XXXII - VACATIONS**

A. Twelve (12) month employees shall be entitled to the following vacations:

1. Upon completion of one (1) year of employment - two (2) weeks vacation.
2. Upon completion of five (5) years employment - three (3) weeks vacation.

8th year - 3 weeks and 1 day  
10th year - 3 weeks and 2 days  
11th year - 3 weeks and 3 days  
12th year - 4 weeks

3. Less than one (1) year of employment, one (1) day per month, not to exceed nine (9) days
4. Employees who regularly are scheduled to work less than five (5) days per week shall receive vacation on a prorata basis.
5. Vacation carry over of no more than five (5) days and current employees must use accumulated days in excess of five days by June 30, 1995

B. Vacation eligibility shall be determined as of July 1 of each year based on continuous service.

C. Vacation scheduling shall be coordinated with the needs of the Board. However, scheduling requests shall not be unreasonably denied.

- D. Earned vacation shall be paid according to the proportion of full months worked to the total contract year unless proper notice has not been given or the employee is terminated for cause.
- E. Employees who previously served the district as educational assistants shall receive one (1) year's vacation service credit for each two (2) years of continuous service immediately prior to employment as a clerk or secretary.
- F. Employees who previously served the district as 10-month clerk typists or 10-month secretaries and are awarded a 12-month contract shall receive one (1) vacation day per month, not to exceed ten (10) days for the previous months worked under the 10-month contract.

#### **ARTICLE XXXIII - DURATION OF AGREEMENT**

- A. This Agreement shall be effective as of July 1, 1996 and shall continue in effect until June 30, 1999. Either party must give written notice not later than November 1 of any changes desired in the Agreement commencing July 1. The party giving written notice of any changes desired in this Agreement shall at the same time present such proposals as far as practicable in the language and form of the specific contract provisions which they propose for inclusion in the Agreement to effect such changes.
- B. Negotiations shall commence in accordance with the timetable established by the New Jersey Public Employment Relations Commission.
- C. If any part of this Agreement is determined to be invalid, then the remainder of the Agreement continues to be valid.

#### **ARTICLE XXXIV - NOTICE**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so at the following address:

1. If by Association, to the Board at:

One Lincoln Avenue  
Haddonfield, New Jersey 08033

2. If by Board, to the Association at:

Association President  
c/o Haddonfield Memorial High School  
Kings Highway East  
Haddonfield, New Jersey 08033

#### **ARTICLE XXXV - CHECK OFF**

- A. In accordance with the N.J.S.A. 52:14-15 9e, an employee may authorize in writing to the Board the deduction of Association dues from his pay. Upon receiving such authorization, the Board shall make the deduction from the first monthly pay and transmit the sum deducted directly to NJEA within ten (10) days thereafter.

B. The employee may withdraw the above authorization by filing notice of withdrawal with the Board, which filing shall be effective to halt deductions as of January 1 or July 1 next succeeding following said filing.

C. Representation Fee

1. The Association will submit to the Board, prior to November 1, a list of those full time employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees the amount of the representation fee which shall be an amount not in excess of eighty-five (85) percent of those dues which amount shall be certified by the Association to the Board, and promptly transmit the amount so deducted to the Association.
2. If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under the Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to such employee during the membership year in question.
3. Except as otherwise provided in this Article, the mechanics for the deduction of representation fee and the transmission of such fees to the Association will be the same as those used for the deduction and transmission of regular membership dues to the Association.
4. On or about the last day of each month, after November 1, the Board will submit to the Association a list of all employees who began their employment during the preceding thirty (30) day period. This list will include names, job titles and date of employment for all such employees and, effective July 1, 1996, assignment location.

D. Tax Sheltered Annuities (IRC section 403 (b) plans)

1. Employees may choose from up to five tax sheltered annuity programs.
2. Before a plan is added, there must be at least 10 participants for that plan.
3. It shall be understood by the employees that no person, including the Association Custodian, the Board of Education, or its members shall be liable for any loss or for any breach of fiduciary duty which results from the employee's choice of a particular plan and/or the employee's exercise of control over the investments selected.

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "A"

TEACHER SALARY SCALE

1996-97

STEPS	INCREMENT	SALARIES									
		BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
750	1,400	2,000	2,600	3,250	3,900	4,550	5,150	5,500			
1	0	29,626	29,626	30,376	31,026	31,526	32,226	32,876	33,526	34,176	34,776
2	600	30,226	30,976	31,626	32,226	32,826	33,476	34,126	34,776	35,376	35,726
3	700	30,826	31,576	32,326	32,926	33,526	34,176	34,826	35,476	36,076	36,426
4	800	31,726	32,476	33,126	33,726	34,326	34,976	35,626	36,276	36,876	37,226
5	1,000	32,726	33,476	34,126	34,726	35,326	35,976	36,626	37,276	37,876	38,226
6	1,100	33,826	34,576	35,226	35,826	36,428	37,076	37,726	38,376	38,976	39,326
7	1,200	35,026	35,776	36,426	37,026	37,626	38,276	38,926	39,576	40,176	40,526
8	1,200	36,226	36,976	37,626	38,226	38,826	39,476	40,126	40,776	41,376	41,726
9	1,400	37,626	38,378	39,028	39,628	40,228	40,876	41,526	42,176	42,776	43,126
10	1,500	39,126	39,878	40,528	41,126	41,726	42,376	43,026	43,676	44,276	44,826
11	1,600	40,726	41,476	42,126	42,726	43,326	43,976	44,526	45,276	45,876	46,226
12	1,700	42,426	43,176	43,826	44,426	45,026	45,676	46,326	46,976	47,576	47,926
13	1,800	44,226	44,976	45,626	46,226	46,826	47,476	48,126	48,776	49,376	49,726
14	2,000	46,226	46,976	47,626	48,226	48,826	49,476	50,126	50,776	51,376	51,726
15	0	55,168	56,343	56,903	57,593	58,193	58,843	59,493	59,143	59,743	60,393
CAREER		52,482	53,444	54,084	54,684	55,284	55,844	56,394	57,244	57,844	58,184
CAREER EQUALS AVG OF AND		49,786	50,549	51,186	51,786	52,386	53,046	53,696	54,346	54,946	55,296
		55,168	56,343	56,903	57,593	58,193	58,843	59,493	59,143	59,743	60,393

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "A"

TEACHER SALARY SCALE

1997-98

STEPS	INCREMENT	TEACHER SALARY SCALE									
		BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	0	30,526	30,526	31,076	31,726	32,326	32,926	33,576	34,226	34,876	35,476
2	300	30,626	31,376	32,026	32,626	33,226	33,876	34,526	35,176	35,776	36,126
3	300	30,926	31,676	32,326	32,926	33,526	34,176	34,826	35,476	36,076	36,426
4	600	31,726	32,476	33,126	33,726	34,326	34,976	35,626	36,276	36,876	37,226
5	1,000	32,726	33,476	34,126	34,726	35,326	35,976	36,626	37,276	37,876	38,226
6	1,100	33,826	34,576	35,226	35,826	36,426	37,076	37,726	38,376	38,976	39,326
7	1,200	35,026	35,776	36,426	37,076	37,626	38,276	38,926	39,576	40,176	40,526
8	1,200	36,226	36,976	37,626	38,226	38,826	39,476	40,126	40,776	41,376	41,726
9	1,400	37,526	38,376	39,026	39,626	40,226	40,876	41,526	42,176	42,776	43,126
10	1,500	39,126	39,876	40,526	41,126	41,726	42,376	43,026	43,676	44,276	44,626
11	1,600	40,726	41,476	42,126	42,726	43,326	43,976	44,626	45,276	45,976	46,226
12	1,700	42,426	43,176	43,826	44,426	45,026	45,676	46,326	46,976	47,576	47,826
13	1,800	44,226	44,976	45,626	46,226	46,826	47,476	48,126	48,776	49,376	49,726
14	2,000	46,226	46,976	47,626	48,226	48,826	49,476	50,126	50,776	51,376	51,726
15	0	56,169	57,551	58,201	58,601	59,401	60,051	60,701	61,351	61,951	62,301
CAREER	.	52,867	53,983	54,613	55,213	55,813	56,463	57,113	57,763	58,383	58,713
CAREER EQUALS AVG OF		49,626	50,376	51,026	51,626	52,226	52,876	53,526	54,176	54,776	55,126
		56,169	57,551	58,201	58,601	59,401	60,051	60,701	61,351	61,951	62,301

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "A"

TEACHER SALARY SCALE

1998-99

STEPS	INCREMENT	SALARIES									
		BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	0	30,626	30,826	31,576	32,226	32,526	33,426	34,076	34,726	35,376	35,976
2	300	31,126	31,876	32,526	33,126	33,726	34,376	35,026	35,676	36,276	36,826
3	300	31,426	32,176	32,826	33,426	34,026	34,676	35,326	35,976	36,576	36,926
4	300	31,726	32,476	33,126	33,726	34,326	34,976	35,626	36,276	36,876	37,226
5	1,000	32,726	33,476	34,126	34,726	35,326	35,976	36,626	37,276	37,876	38,226
6	1,100	33,826	34,576	35,226	35,826	36,426	37,076	37,726	38,376	38,976	39,326
7	1,200	35,026	35,776	36,426	37,026	37,626	38,276	38,926	39,576	40,176	40,526
8	1,200	36,226	36,976	37,626	38,226	38,826	39,476	40,126	40,776	41,376	41,726
9	1,400	37,626	38,376	39,026	39,626	40,226	40,876	41,526	42,176	42,776	43,126
10	1,500	39,126	39,876	40,526	41,126	41,726	42,376	43,026	43,676	44,276	44,626
11	1,500	40,726	41,476	42,126	42,726	43,326	43,976	44,626	45,276	45,976	46,226
12	1,700	42,426	43,176	43,826	44,426	45,026	45,676	46,326	46,976	47,576	47,926
13	1,800	44,226	44,976	45,626	46,226	46,826	47,476	48,126	48,776	49,376	49,726
14	2,000	46,226	46,976	47,626	48,226	48,826	49,476	50,126	50,776	51,376	51,726
15	0	57,168	58,743	59,393	59,993	60,593	61,243	61,893	62,543	63,143	63,483
<b>CAREER -</b>		53,687	54,859	55,509	56,109	56,709	57,359	58,009	58,659	59,259	59,809
<b>CAREER EQUALS AVG OF</b>		50,226	50,976	51,526	52,226	52,926	53,476	54,126	54,776	55,376	55,726
<b>AND</b>		57,168	58,743	59,393	59,993	60,593	61,243	61,893	62,543	63,143	63,483

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "E"

NON-ATHLETIC ACTIVITIES STIPENDS

LEVEL	1996-97 to 1998-99
1	2950
2	2457
3	2089
4	1965
5	1475
6	1228
7	1110
8	983
9	736
10	615
11	286

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "B"

EXTRA PAY FOR NON-ATHLETIC ACTIVITIES

	Level
Academic challenge	6
Audio visual Coordinator	
High School	4
Middle School	8
Auditorium Supervisor	5
Class Advisor	
Senior	1
Junior	3
Sophomore	5
Freshman	5
Drama Productions	
Fall Drama Director	4
Fall Drama Producer	7
One-Act Director	10
One-Acts/Madrigal Prod.	10
Spring Musical Direct	2
Spring Musical Producer	6
Spring Musical Orch. Dir.	7
Choral Director - Pit	7
Pit Musicians (3 Pos.)	\$250
Piano Accompanist	\$500
Choreographer	7
M. S. Drama Advisor	5
Costumer	
Environmental club	8
Exchange Program Coordinator	6
“Fight Against Drugs” (F.A.D.)	
Team Advisor	8
Forensic Team Advisor	4
History Club Moderator (M.S.)	10
Haddonfield High Youth Service	
Advisor (Health Club)	9
Interact Club Advisor	8
International Club	
Coordinator	6
Spanish Chapter	10
German Chapter	10
French Chapter	10
Latin Chapter	10

MECA Club Advisor	8
Mock Trial Team Coordinator	6
<b>Music Activities:</b>	
<b>Choral</b>	
Elementary (3 pos.)	10
M.S. (6th only)	11
Middle School Junior	10
High School	4
<b>Concert Band</b>	
Elementary (3 pos.)	10
Middle School	9
High School	6
<b>Marching Band</b>	
Director	1
Assistant	5
Band Front	5
<b>Winter Guard</b>	
Director	7
<b>Orchestra</b>	
Middle School	
High School	
<b>String Instructor</b>	
Elementary and H.S.	8
<b>Jazz Band Director</b>	
Middle School	9
High School	9
National Honor Society Advisor	6
Peer Leader Advisors (4 Pos.)	4
Peer Mediation Coordinators	
M.S. (2 pos.)	6
Elem. Schools (2 pos. at each school)	6
Peer Tutor Advisor	7
<b>Publications:</b>	
<b>Bulldawg Bulletin</b>	
Editorial Advisor	4
Shield (H.S. Yearbook)	
Editorial Advisor	1
Business Advisor	5
Synapse	6
Publications Editor	6
Yearbook (M.S.) (2 pos.)	8
Elem. Publications (1 pos. at each elem. school)	
Yearbook/Lit. Maga.	11
M.S. Student Newspaper Advisor	5
Safety Patrol Advisors (3 pos.)	6
School Store Advisor (Elem.)	11
Set Construction Supervisors	3

Student Activity Account		
Scholarship Fund Treasurer		\$2902*
(*With release time of homeroom and one teaching or duty period)		
Student Council Advisor		
Elementary Schools	11	
Middle School	6	
High School	1	
"Write Place" Coordinator		\$25/hr.
Young Astronaut Program Coordinator (Elementary) (1 pos. at each elem. school)	11	

**HADDONFIELD PUBLIC SCHOOLS**

**SCHEDULE "C"**

**1996-97 to 1998-99 COACHES SCALE**

	Step 1	Step 2	Step 3	Step 4
<b>GROUP I</b>				
Football				
Head Coach	4423	5158	5896	6390
Asst. coach	2654	3095	3538	3834
<b>GROUP II</b>				
Basketball				
Wrestling				
Head Coach	3931	4671	5405	5896
Asst. Coach	2358	2802	3243	3538
<b>GROUP III</b>				
Baseball				
Hockey				
Soccer				
Softball				
Track				
Head Coach	2950	3686	4481	4792
Asst. Coach	1770	2212	2689	2875
<b>GROUP IV</b>				
Cross Country				
Swimming				
Tennis				
Winter Track				
Golf				
Head Coach	2461	2953	3569	3811
Asst. Coach	1477	1772	2141	2287
<b>OTHER</b>				
Cheerleading				
Fall Head Coach	777	1036	1296	
Fall Asst. Coach	505	674	842	
Winter Head Coach	1166	1425	1684	
Winter Asst. Coach	758	926	1095	
Intramural	983	1057		
<b>MIDDLE SCHOOL INTERSCHOLASTIC SPORTS</b>				
All Head Coaches	1985	2099	2210	2383
All Asst. Coaches	1191	1259	1326	1430
<b>Athletic Trainer</b>				
Winter	3887			
Spring	3239			
Fall	3887			

**Extended Season Playoff Game Pay**

Payment will be \$200 per week and/or \$40 per day for partial weeks of extended season play for teams where six or more players are involved in playoff games. Coaches need to consult with athletic director prior to playoffs concerning the rules for payment eligibility.

**HADDONFIELD PUBLIC SCHOOLS**  
**SCHEDULE "D"**

**SECRETARY SALARY SCALES**

	1996-97		1997-98		1998-99	
STEP	INCREMENT	SALARY	INCREMENT	SALARY	INCREMENT	SALARY
1		22,463		22,863		23,170
2	500	22,963	500	23,363	500	23,670
3	500	23,463	500	23,863	518	24,188
4	500	23,963	500	24,363	517	24,705
5	500	24,463	500	24,863	518	25,223
6	900	25,363	500	25,363	518	25,741
7	1000	26,363	1000	26,363	517	26,258
CAREER		28,348		28,803		—
8		29,332		30,242		27,294
9		—		—		31,310
CAREER EQUALS AVG OF AND		27,363 29,332		CAREER EQUALS AVG OF AND		
				27,363 30,242		

Secretaries to the principals and the child study team shall receive the following additional amounts:

96-99

High School & Middle School	875
Tatem School	675
Elizabeth Haddon School	675
Central School	675
Child Study Team	550
Director of Student Services	550

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

When a clerk-typist is promoted to a secretarial position, the employee shall be placed no higher than one (1) step below their current standing on the Clerk-Typist Scale on the Secretarial Scale. (i.e., if they are on step 7 of the Clerical Scale, they could not be any higher than step 6 on the Secretarial Scale.)

Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increase by the following amounts:

15 credits - \$100  
 30 credits - \$200

HADDONFIELD PUBLIC SCHOOLS  
SCHEDULE 'E'

CLERK TYPIST SALARY SCALE

1996-97			1997-98			1998-99		
STEP	INCREMENT	SALARY	STEP	INCREMENT	SALARY	STEP	INCREMENT	SALARY
1		15,814	1		16,514	1		17,214
2	700	16,514	2	700	17,214	2	800	18,014
3	700	17,214	3	700	18,014	3	900	18,914
4	800	18,014	4	800	18,914	4	900	19,814
5	900	18,914	5	900	19,914	5	1000	20,814
6	900	19,914	6	1000	20,814	6	2248	23,060
7	1000	20,814	CAREER		22,551	7	2247	25,307
CAREER		22,551	7		24,288			
8		24,288						

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

When a clerk-typist is promoted to a secretarial position, the employee shall be placed no higher than one (1) step below their current standing on the Clerk-Typist Scale on the Secretarial Scale. (i.e., if they are on step 7 of the Clerical Scale, they could not be any higher than step 6 on the Secretarial Scale.)

Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increase by the following amounts:

15 credits - \$100  
30 credits - \$200

**HADDONFIELD PUBLIC SCHOOLS**  
**SCHEDULE "F"**  
**EDUCATIONAL ASSISTANTS' SALARY SCALES**

1996-97		1997-98		1998-99	
STEP	RATE	STEP	RATE	STEP	RATE
1	7.82	1	7.82	1	8.00
2	7.92	2	7.92	2	8.10
3	8.00	3	8.00	3	8.20
4	8.50	4	8.50	4	8.30
5	9.00	5	9.00	5	8.80
6	9.45	6	9.45	6	9.35
7	9.90	7	9.90	7	9.80
8	10.40	8	10.40	8	10.30
9	12.05	9	12.25	CAREER	11.48
				9	12.58

**CAREER EQUALS AVERAGE OF 10.70  
AND 12.25**

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

**Longevity**

Full-time educational assistants with six (6) years of district service are eligible for a \$200 longevity stipend. Part-time educational assistants hired before 7/1/86 or thereafter shall be paid \$100 longevity for six or more years service. Full-time library educational assistants with six years of district service are eligible for the \$200 stipend plus a \$325 stipend for a total of \$525.

Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increase by the following amounts:

15 credits - \$100  
 30 credits - \$200

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "G"

CUSTODIAL/MAINTENANCE

1996-97 SALARY SCALE

INCREM	STEP	SKILLED	INCREM	GROUNDS	INCREM	LEAD
0	1	27414	0	23130	0	24251
307	2	27721	308	23438	511	24762
510	3	28231	408	23844	510	25272
510	4	28741	511	24355	510	25782
510	5	29251	510	24865	511	26293
715	6	29966	510	25375	714	27007
714	7	30680	613	25988	715	27722
715	8	31395	612	26600	714	28436
918	9	32313	714	27314	918	29354
919	10	33232	817	28131	919	30273
918	11	34150	918	29049	919	31192
0	12	38023	0	32337	0	34437
		OFF		36591		

\*SEE NOTES ON PAGE 47

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "G"

CUSTODIAL/MAINTENANCE

1997-98 SALARY SCALE

INCREM	STEP	SKILLED	INCREM	GROUNDS	INCREM	LEAD
0	1	27872	0	23516	0	24656
311	2	28183	311	23827	519	25175
519	3	28702	415	24242	519	25694
519	4	29221	519	24761	519	26213
519	5	29740	519	25280	519	26732
726	6	30466	519	25799	726	27458
727	7	31193	623	26422	726	28164
726	8	31919	622	27044	727	28911
934	9	32853	726	27770	934	29845
934	10	33787	831	28601	934	30779
934	11	34721	933	29534	933	31712
1284	12	38578	1074	33113	2488	35263
		OFF		37469		

\*SEE NOTES ON PAGE 47

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "G"

CUSTODIAL/MAINTENANCE

1998-99 SALARY SCALE

INCREM	STEP	SKILLED	INCREM	GROUNDS	INCREM	LEAD
0	1	28798	0	24264	0	25739
300	2	29096	300	24564	300	26039
300	3	29396	300	24864	300	26339
300	4	29696	300	25164	300	26639
527	5	30223	527	25691	527	27166
738	6	30961	527	26218	738	27904
738	7	31699	633	26851	738	28642
739	8	32438	633	27484	739	29381
949	9	33387	738	28222	949	30330
949	10	34336	843	29065	949	31279
949	11	35285	949	30014	959	32238
1684	12	39542	1389	33941	2824	36145
			OFF	38406		

\*Custodians and maintenance employees are eligible for blackseal boiler and other licenses as listed below.

Each license will be paid at \$650 each with a limit of up to three (3) licenses per employee. This limit includes a boiler license and up to two (2) others. Other licenses include the following:

Freon	- up to 5 employees
Pesticide	- up to 5 employees
Asbestos Removal	- up to 5 employees
Electrician	- up to 2 employees
Boiler	- no limit on the number of employees who qualify

Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increase by the following amounts:

15 credits	- \$100
30 credits	- \$200

HADDONFIELD PUBLIC SCHOOLS

SCHEDULE "H"

BASIC SKILLS TECHING ASSISTANTS

SALARY SCALES

1996-97 TO 1998-99

Hourly Rate

\$13.03

## SIDE BAR AGREEMENT

1. Employees covered by this contract and not living in Haddonfield may enroll their children as tuition students at twenty-five (25) percent of the regular tuition rate if the receiving principal determines that an appropriate program and classroom space are available and the student's academic and conduct record is acceptable. The student must also meet the district's admission criteria and be approved by the Superintendent.
2. When parent conferences are held in the elementary and middle schools at the end of the first marking period, there shall be two half-days and two nights of scheduled conferences. The half-day of conferences shall be scheduled during the regular work day, when students are not in attendance, and the evening conferences scheduled for two consecutive hours ending by 8:00 p.m. On the day after the first evening conference and the day of the second evening conference, teachers shall be dismissed at 12:30 p.m.
3. The Board of Education will subsidize the cost of printing the Bulldawg Bulletin for up to \$1,000 per year.
4. In the event that the flexible spending account is ruled illegal, prescription plan coverage will be provided in place of the FSA.